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Planning

HR Finance and Payroll System

THE UNIVERSITY OF CHICHESTER

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-006128

Procurement identifier (OCID): ocds-h6vhtk-060d2a ([view related notices](#))

Published 23 January 2026, 11:49am

Scope

Reference

HRFINPAY001RSM

Description

The University of Chichester is conducting Preliminary Market Engagement (PME) to understand current market capability, delivery approaches, innovation, risks, and commercial models for an integrated HR, payroll and finance system.

The Finance system contract end date is December 2026, extendable to December 2027. The HR/Payroll system's contract end date is July 2027.

A full explanation of the requirement is set out in our documentation which is located at <https://help.chi.ac.uk/tenders>

Total value (estimated)

- £1,500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 August 2026 to 31 July 2031
- Possible extension to 31 July 2035
- 9 years

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 72000000 - IT services: consulting, software development, Internet and support

Contract locations

- UKJ - South East (England)

Engagement

Engagement deadline

20 February 2026

Engagement process description

The pre-engagement notice, seeks to engage relevant suppliers in helping shape the subsequent specification and tendering process. This process comprises of the publication of the pre-engagement notice to alert suppliers to the opportunity, to enable suppliers to raise related questions and observations by email, and through a supplier briefing event (11/02/26 @ 15:00). From this the University will incorporate these questions and observations into our plans for there to be a subsequent UK3, and 4 (Tender), and making sure that all information is available equally to all potential suppliers.

This engagement process relates to preparing for succession as our existing Finance / HR and Payroll systems reach the end of their term contracts (whose contract end dates are in July and December 2027 respectively).

A supplier engagement event is anticipated and will be held by Teams on 11 February 2026 @ 15:00. Questions and observations can be made through tenders@chi.ac.uk, and information relating to these questions and observations will be published through <https://help.chi.ac.uk/tenders> . This process will close on 20th February, to enable formal tender documents to be further prepared, and for the formal publication of the UK4 notice on or around 2cnd March.

Microsoft Teams meeting

<https://teams.microsoft.com/meet/36507277986023?p=Zy1fsyfyN8G2mQ0sII>

Meeting ID: 365 072 779 860 23

Passcode: gY7Wq7Mz

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

2 March 2026

Contracting authority

THE UNIVERSITY OF CHICHESTER

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Contact name: Rod Matthews

Email: tenders@chi.ac.uk

Website: <https://help.chi.ac.uk/tenders>

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government